



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address State Law Dept.-Highway Division 132 State Judicial Building 40 Capitol Square, S.W. Atlanta, GA 30334	Application Number 82-537	
Application Number		Date Received SEP 1 1982	Date Completed OCT 25 1982
2. Person to Contact Joyce Duckett		Working Title Division Head Secretary	Telephone Number 656-3364
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1977 Current		5. Records Series Title (followed by title used in office, if different) Highway Division - Department/Authority/Commission Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Highway Division handles all of the legal affairs for the Department of Transportation. This includes property acquisition; contract preparation, examination and, where necessary, litigation; representation in suits brought by or against the DOT; and recovery of compensation for damage arising from the unauthorized use of the State Highway System. The division participates in contract negotiation between the DOT and various Federal and State agencies to accomplish the coordination necessary among such agencies. It also prepares or examines hundreds of deeds, leases, easements and other legal documents for the DOT. The division also is counsel to all State departments and authorities on matters related to construction activities, including the preparation or examination of contracts and the negotiation or litigation of disputes arising out of construction contracts.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: providing legal services (reviewing contracts and claims, etc.) to State agencies other than the Department of Transportation, in matters not involving litigation. Included are: Correspondence, contracts, claims, releases, notes, research, etc.			
By Department/Authority/Commission; thereunder File is arranged: / Alphabetically by client			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>3</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>3 boxes</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Attorney-Client Privileged Information
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records must be kept for a sufficient period to determine whether litigation will develop from any of the activities in these files. Usually five years is sufficient.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	6-3-82	<i>[Signature]</i>	8/31/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	10-18-82
		Secretary of State/Designee	10/14/82
		Attorney General/Designee	10-20-82